

---

## NOTICE OF VACANCY

---

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant positions:

**1. One (1) Administrative Assistant II (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-ADAS2-34-2015

**Salary Grade / Monthly Salary:** SG 8 / PhP19,744.00

**Area of Assignment:** Human Resource Management and Development Division – Learning and Development Section (HRMDD – LDS)

**CSC – Prescribed Qualification Standards:**

Education	:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	Career Service Sub Professional / First Level Eligibility)

**Preferred Qualification (Competency – Based):**

Education	:	Preferably a graduate of Bachelor of Science in Business Administration, Office Administration, Information Technology, and other related course
Training	:	Eight (8) hours of relevant training
Experience	:	With experience in the facilitation and provision of learning and development interventions and/or conduct of capacity building activities is an advantage
Eligibility	:	Career Service Sub Professional / First Level Eligibility)
Others	:	Competent in the use of MS Office applications and Google Workspace; With good oral and written communication

**Job Summary:**

Under general supervision and performs administrative / clerical functions of the Section.

**2. One (1) Administrative Aide VI (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-ADA6-126-2004

**Salary Grade / Monthly Salary:** SG 6 / PhP17,553.00

**Area of Assignment:** Administrative Division – Procurement Section (AD – PS)

**CSC – Prescribed Qualification Standards:**

Education	:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	:	Four (4) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	Career Service Sub Professional / First Level Eligibility)

**Preferred Qualification (Competency – Based):**

Education	:	Preferably a graduate of Bachelor of Science in Business Administration, Office Management, or any other related course
Training	:	Eight (8) hours of relevant training
Experience	:	One (1) year of relevant experience
Eligibility	:	Career Service Sub Professional / First Level Eligibility)
Others	:	Knowledge on Republic Act (R.A.) No. 9184 otherwise known as Government Procurement Reform Act is an advantage Computer Literate (MS Office Applications)

**Job Summary:**

Under general supervision of the Administrative Officer V / Section Head, performs clerical / administrative support functions in Procurement Section – Contract Management Unit; and does other related work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/ctmXtekmpHvQT2zw5> not later than **5:00 PM of 22 January 2024** with the following attachments:

1. Application Letter;
2. Comprehensive Resume or Updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);
4. Certificates of Trainings / Seminars attended;
5. Certificate of Employment;
6. Certificate/s of Board Rating / Professional License / CS Eligibility;
7. Certification from School for Masteral units earned or completed, if any;
8. Birth Certificate; and
9. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, if any.

**Note:**

1. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
2. Applicants with **incomplete documents** shall not be entertained.